

Date

## ROUTING AND TRANSMITTAL SLIP

10 August 1981

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. EO/OIS

2. A/DIS

3. EO/DDA

4. Acting, DDA (For Signature)

5.

<input checked="" type="checkbox"/> Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

To 3 and 4:-

RMD will brief Office heads at the  
20 August DDA morning meeting.

ACTING DIS

Bill: His note reporting  
requirement coming to you  
every month. Why not to  
OIS?

To ADDA  
per your  
request.  
B.B.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.  
1236 Ames

C/RSB/RMD/OIS/DDA

Phone No.

ILLEGIB

Approved For Release 2005/08/02 : CIA-RDP84B00890R000600140002-7

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DD/REGISTRY	OIS Registry
81-1359/5	81-621/6

14 AUG 1981

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education

DD/ REGISTRY  
FILE. Records

FROM: William N. Hart  
Acting Deputy Director for Administration

SUBJECT: Headquarters Records Review

REFERENCES: A. Multiple addressee memorandum from DDCI  
dated 9 July 1981; Same Subject (ER 81-7735/1)  
B. Multiple addressee memorandum from DDA  
dated 6 August 1981; Same Subject (DDA 81-1359/4)  
C. [ ] Headquarters Records Review, dated  
4 August 1981

STAT

1. References A and B (attached) set forth Agency-wide requirements and guidelines for the Headquarters records review. Within DDA, this review will be coordinated by Chief, Records Systems Branch, Records Management Division, OIS, in his capacity as DDA Records Management Officer (RMO). He and his staff will work with Office RMO's to plan and organize the review.

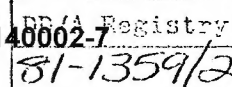
2. Please ensure that professional and clerical personnel will be able to spend the necessary time working with our RMO's to accomplish this important task. Their participation will help us attain the full benefit of improved recordkeeping practices following the review. Many of the decisions we have made in recent years concerning the filing and disposition of records have required attention and time that otherwise might have been devoted to our primary mission. As a result of the review, such decisions should become a more routine part of our records management program.

3. I would appreciate receiving your monthly progress reports by the 10th day following each month.

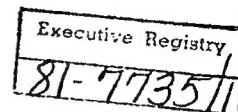
/s/ William N. Hart

William N. Hart

Attachments:  
As stated



9 JUL 1981



MEMORANDUM FOR: Director, Intelligence Community Staff  
Director, National Foreign Assessment Center  
Deputy Director for Administration  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Comptroller  
General Counsel  
Inspector General  
Director of Personnel  
Director of Policy and Planning  
Director, Equal Employment Opportunity  
Executive Secretary

FROM: Deputy Director of Central Intelligence

SUBJECT: Headquarters Records Review

1. This memorandum sets forth requirements for reviewing our holdings of paper and other hard copy records in headquarters area buildings; and establishes a schedule for carrying out this review.

2. The Agency began a long-term program in 1976 to dispose of unneeded records, improve the retrieval of those retained, and generally make our records more usable. Through the efforts of records management officers and many other personnel, the first stages of this program--preparing records control schedules and applying the schedules at the Agency Archives and Records Center (AARC)--are essentially completed. As a result, our records holdings at AARC are 25 percent below the 1977 level, and computer systems are now aiding in retrieving the records that remain there.

3. It is now time to complete this program with the 225,000 cubic feet of records in headquarters area buildings. This headquarters records review will involve updating the records control schedules, as required annually in any case by 41 CFR 101-11.401, with a view to further reducing the retention time of temporary records. It also will involve destroying many of these records, or in some cases transferring them to AARC, in accordance with the reduced retention periods. It will include improving Agency filing systems and tying the filing systems directly to the schedules, thus avoiding the need for large-scale review in the future. It also will

REFERENC  
A

include reviewing our large collections of permanent records and asking the National Archives and Records Service (NARS) to reappraise them in order to reduce permanent holdings, where appropriate, through sampling or other means.

4. The headquarters records review is a major undertaking, requiring the efforts of many people to perform the surveys and make the necessary decisions. It will require Agency employees to make time available so that component and directorate records management officers can work with those most knowledgeable of the information needs, work flow, and records content of each office. The benefits in terms of space savings and improved access to information will be well worth the effort.

5. Please initiate action to conduct the headquarters records review in accordance with the following schedule:

a. By 31 August 1981 develop detailed component plans, down to the branch level, for carrying out the review.

b. By 28 February 1982 update the records control schedules, including reappraisal of permanent records and of the retention periods for temporary records.

c. By 31 May 1982 destroy temporary records due for disposal under the updated records control schedules, and transfer to AARC the records scheduled for retention there.

d. By 30 September 1982 establish new filing systems in accordance with [ ] Files Management (now in preliminary coordination). The filing systems will identify each file with the records control schedule instructions governing its ultimate disposition.

6. In conjunction with the development of directorate and component plans, the Deputy Director for Administration (DDA) will provide, by separate memorandum, detailed instructions for conducting the review. In addition, a Headquarters Notice will be published informing Agency employees of the records review requirement. Deputy Directors and Heads of Independent Offices may request exception to the above deadlines, where necessitated by special circumstances in a particular component, by memorandum addressed to the DDA.

7. Monthly progress reports from each directorate and from the DCI Area are to be submitted to the DDA beginning with the month of August 1981. Questions or requests for assistance may be directed to the Agency Records Management Officer, Records Management Division, Office of Information Services, DDA, 1236 Ames Building, extension [ ]

/s/ B. R. Inman

B. R. INMAN  
Admiral, U.S. Navy

81-1359/4

AUG 1981

MEMORANDUM FOR: Director, National Foreign Assessment Center  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Executive Secretary

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Headquarters Records Review

REFERENCE: Multiple addressee memorandum from DDCI  
dated 9 July 1981, same subject (ER 81-7735/1)

1. Attached are guidelines for surveying records, amending records control schedules, and transferring and destroying records during the Headquarters records review (paragraphs 5b and c of the reference). Directorate Records Management Officers (RMO's), in coordination with the Agency RMO and component PMO's, will establish procedures consistent with these guidelines for carrying out the review in each component. Guidelines for tying filing systems to the records control schedules (paragraph 5d of the reference) will be published before we reach that stage of the review.

2. The FY 1981 Annual Records Inventory will be conducted as part of the Headquarters records review. This will avoid the need to make an extra visit to each office to collect information on records holdings.

3. In the first progress report covering the month of August 1981, I would appreciate receiving the component plans that are to be developed by 31 August (paragraph 5a of the reference). Subsequent reports should cover the progress made toward carrying out these plans and meeting the deadlines in paragraphs 5b, c, and d of the reference. The final report submitted upon completing all stages of the review should include a summary of results achieved.

7s/ William N. Hart

for Harry E. Fitzwater

Attachment:  
As stated

REFERENCE

B